

FILED  
JUN 13 1989  
CLERK OF COURT  
YUMA COUNTY, ARIZONA

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF YUMA  
-----

In the Matter of: )  
POLICY, OPERATIONS, AND ADMINISTRATION ) Administrative Order 89-10  
OF THE ADULT PROBATION DEPARTMENT OF )  
YUMA COUNTY. )

Pursuant to the authority of this court to administer the Probation Department, it is ORDERED:

1. That pursuant to A.R.S. section 12-251(B), all Probation Officers serve at the pleasure of this court.
2. That operational and policy matters involving budget, disciplinary and/or discharging of officers are vested in the Chief Probation Officer.
3. That Probation Officers follow the administrative and operational policies set by the Chief Probation Officer.
4. That matters of policy set by the Chief Probation Officer, are not appealable to this court, and further this court will not entertain any action brought to its attention outside of the chain of command established by order of this court in the organizational chart approved on June 27, 1989.
5. That in matters of promotion, transfer or job assignment,

1 the actions of the Chief Probation Officer are discretionary to  
2 him, subject to final approval of this court, and are not  
3 appealable.

4 6. That administrative policies and procedure, as well as  
5 operational policy and procedure, when approved by the Chief  
6 Probation Officer, are binding upon all Probation Staff.

7 7. That all employees of the Adult Probation Department  
8 shall follow and comply with all lawful orders issued by the  
9 Chief Adult Probation Officer.

10 8. Personnel actions involving an employee are confidential  
11 matters between the Chief, the court and the employee involved,  
12 or other such staff as deemed necessary by the Chief, to perform  
13 his duty in such matter.

14 9. That a Management Team is hereby appointed to assist  
15 the Chief Probation Officer in the duties outlined herein, and it  
16 shall consist of the Deputy Chief and the Field Supervisor.

17 10. That the Chief Adult Probation Officer establish a  
18 policy and procedure manual, and provide a copy to each employee  
19 for reference by October 31, 1989, and that he provide copies of  
20 all policies and updates to all staff in a timely manner.

21 11. That the Chief Adult Probation Officer provide this  
22 court with a report each quarter on the policies established,  
23 issues of concern, and any action requested by the 10th of the  
24 month for the preceding quarter (i.e. April 10 for the 1st  
25 quarter).

26 DATED this 18 day of August, 1989.

27  
28   
Presiding Judge